



## USING SPEAKWRITE™ IN RÉSUMÉS & COVER LETTERS

### RÉSUMÉS

Résumés and cover letters are great ways to use the PACT questions in communicating. The purpose of a résumé couldn't be simpler: Hire Me! So how can you show a potential audience of managers, human resources, or future coworkers that you have the communication skills that so many companies value?

Depending on the type of job you're applying for, and the particular layout of your résumé, you might tout your completion of a SpeakWrite™-certified program in a few different places.

- An Objective statement:

If communication skills are central to the job, you should probably mention SpeakWrite™ up front in an Objective statement. This approach allows you to demonstrate your writing skills, and gives you more flexibility to explain your particular training and abilities. For an example of a résumé that includes SpeakWrite™ in the Objective statement, please see:

**Biology #1 Résumé**

- In a Skills, Advanced Training, or Additional Coursework section:

If you are applying to a job where specialized communication skills are important, such as technical reporting, visual design, communicating to the public, or managerial positions, a skills section is a logical place to mention your SpeakWrite™ training in a concise way. For some **highlighted examples** of résumés that include SpeakWrite™ in their Skills section, please see:

**Biology #2 Résumé**

**FIS - Skills Résumé**

- In the Education section:

For many new college graduates, the education section of their résumé is the most well developed, and emphasizes the quality and rigor of your degree program. Mentioning SpeakWrite™ as a requirement of your degree can help you stand out when applying for entry-level jobs where the applicants can be very similar. For a **highlighted example** that includes SpeakWrite™ in the Education section, please see:

**FIS - Education Résumé**

In general, we recommend using the trademarked name: SpeakWrite™. The presence of a trademark symbol helps someone reading the quick points of your résumé recognize that this unfamiliar term is the title of a particular program that you have completed. If you suspect that your résumé may be evaluated by automated software, you should be sure that common **keywords** such as **writing** or **communication** are also present on your résumé somewhere.

### COVER LETTERS

If you do mention SpeakWrite™ in your résumé, you should also mention it in your cover letter. Typically, a discussion of your strengths and skills would go in the second or third paragraph. Since cover letters are written in complete sentences, you can clarify and explain what you gained from the program in a way that is difficult within the conventions of a résumé. Here are some **highlighted examples** of cover letters which discuss SpeakWrite™:

- **FIS Cover Letter**
- **Biology Cover Letter**

# Jane Doe

1234 K Street Morgantown, WV 0000

Phone: 555.555.5555 E-Mail: jane.doe@gmail.com

## Objective

As a graduate in Biology, a WVU SpeakWrite Certified Program,<sup>™</sup> I am seeking to apply my effective communication skills and problem solving abilities to the position of \_\_\_\_\_.

## Experience

### STEM S.U.R.E. Researcher at WVU: Summer of 2014

- Worked under Drs. Jonathan Cummings and Stephen DiFazio
- Investigated the production of APase in a population of *Populus trichocarpa* trees in an effort to identify phosphorus-efficient varieties.

### Undergraduate Research Assistant: Spring 2015-Spring 2016

- Worked under Dr. Jonathan Cummings
- Explored the molecular mechanisms of aluminum resistance, organic acid exudation, and phosphorus use efficiency using a population genomics approach for the model tree, *Populus*

### Undergraduate Researcher (Honors Thesis): Spring 2016-Spring 2017

- Worked under Dr. Jonathan Cummings
- Investigated the responses of extomycorrhizal fungi secretome to acid soil factors
- Used mass spectrometry to identify novel secretomal compounds

## Education

### West Virginia University: May 2017

Bachelors of Science, Biology (Honors College), GPA: 3.97

## Related Experience

### Undergraduate Teaching Assistantships: Fall 2015 & Spring 2015

- Served as preceptor for BIOL 115 and BIOL 117
- Attended lectures, tutored students, responded to individual student questions about course material, developed study materials.

# Jane Doe

1234 K Street, Somewhere, WV 0000

Phone: 555.555.5555 E-Mail: jane.doe@gmail.com

## Education

### West Virginia University: May 2017

Bachelors of Science, Biology (Honors College), GPA: 3.97

## Experience

### STEM S.U.R.E. Researcher at WVU: Summer of 2014

- Worked under Drs. Jonathan Cummings and Stephen DiFazio
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- Worked under Dr. Jonathan Cummings
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## Related Coursework

BIOL \_\_\_\_\_, **SpeakWrite Certified™**

Course emphasized effective communication and field-specific problem solving

## Skills

- Can communicate scientific findings clearly, efficiently, and to a variety of audiences
- Proficient at a number of enzymatic assays
- Proficient in MS Office, especially Excel
- Basic analytical software such as R, SPSS, and JMP
- CG/MS, IC, and IMAC

# Jane P. Doe

1600 University Ave  
Morgantown, WV 26501

304-555-5555  
[jdoe2313@gmail.com](mailto:jdoe2313@gmail.com)

## EDUCATION & SKILLS

**West Virginia University**, Morgantown, WV *May 2017*  
Bachelor of Science: Forensic and Investigative Sciences  
Minors: Biology and Psychology

**FBI Ten-Print Course** *Fall 2016*  
Pattern Recognition, Henry Classification, ACE-V

### Specialized Training

- Latent Print Chemical Development
- Alternate Light Source Photography
- Shooting Reconstruction
- Vehicle Processing
- Basic Bloodstain Pattern Analysis
- Hemospat™ Blood Spatter Software
- Adobe Photoshop™
- Graduate of SpeakWrite™ Program

## WORK EXPERIENCE and RESEARCH

**Intern** *May - August 2016*  
**Harris County Institute of Forensic Sciences** Houston, TX

- Photographed for pathology, anthropology, neuropathology, and investigations department
- Used alternate light sources, infrared photography, and Z-stacking to create exhibits
- Mastered 1:1 scale reproduction for use in analysis, comparison, and court exhibit photos.

**Research: Persistence of DNA on Razors** *Fall 2016*

- Collected touch DNA from 30 disposable razor handles
- Demonstrated that the amount of recovered DNA shrinks linearly with time since use

**Research: AFIX Tracker Match Score Accuracy vs. Latent Print Powder Color** *Spring 2016*

- Lifted 60 test prints with white, black, and silver magnetic fingerprint powder
- Scanned and marked up with AFIX tracker, then automatically compared
- Determined that silver powder had a statistically higher match score than

## HONORS and AFFILIATIONS

- West Virginia University Forensics Club 2013-Present
- Beta Sigma Gamma National Honor Society 2013-Present
- International Association for Identification – Chesapeake Bay Division 2016

# Jane P. Doe

1600 University Ave  
Morgantown, WV 26501

304-555-5555  
[jdoe2313@gmail.com](mailto:jdoe2313@gmail.com)

## EDUCATION & SKILLS

**West Virginia University**, Morgantown, WV *May 2017*  
Bachelor of Science: Forensic and Investigative Sciences  
*The FIS major is a SpeakWrite™ Certified Program*

**FBI Ten-Print Course** *Fall 2016*  
Pattern Recognition, Henry Classification, ACE-V

### Specialized Training

- Latent Print Chemical Development
- Alternate Light Source Photography
- Shooting Reconstruction
- Vehicle Processing
- Basic Bloodstain Pattern Analysis
- Hemospat™ Blood Spatter Software
- Adobe Photoshop™
- **Professional Communication**

## WORK EXPERIENCE and RESEARCH

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Jane P. Doe  
1600 University Ave  
Morgantown, WV 26508  
304-555-5555  
[jdoe2313@gmail.com](mailto:jdoe2313@gmail.com)

Lt. Joe Masters  
Hiring Manager  
Atlanta Police Department  
2131 Peachgrove Ave  
Atlanta, GA 64800

Dear Lt. Masters:

Please accept my application for Evidence Specialist, position #132455 with the Atlanta Police Department. I am graduating soon with a bachelor's degree in Forensic and Investigative Science from the FEPAC-accredited West Virginia University, and with my extensive advanced coursework and training, I think I would make a great addition to the APD team.

My goal has long been to work in a large, urban crime laboratory where I can specialize in forensic evidence photography, a skill I have practiced in both classwork and as the focus of a summer-long internship at the Harris County Institute of Forensic Sciences. In that internship, I took over 2500 photographs of trauma, organ specimens, histopathological specimens, and foreign bodies as an assistant during autopsy. I also performed extensive photography of developed fingerprints and biological stains under ultraviolet and infrared conditions. I would be happy to share some of my extensive portfolio.

I realize that success in this position will require me to work for and with a diverse array of coworkers, and that I will need to be able to explain my photographic techniques to judges, juries, and attorneys. My undergraduate program at WVU was a SpeakWrite™-certified program, which emphasized writing and presentation skills as essential companion to technical abilities. I learned to write reports conforming to lab standards in Latent Fingerprint Development; to project confidence and scientific expertise in Courtroom Testimony; and to collaborate fairly with regular team members in at least five others.

I am available for phone or video interview any day of the week except Tuesday and Wednesday after 1pm, and would be happy to travel to Atlanta for a face to face interview or follow-up. I look forward to hearing from you soon, and to the opportunity to work with such a great team.

Sincerely,  
Jane Doe

Jane Doe  
1234 K Street  
Somewhere, WV 00000

The Roskamp Institute  
2040 Whitfield Ave  
Sarasota, FL 34243

January 31, 2017

Dear Hiring Committee:

I am writing to express my interest in a Research Assistant position at your facility. I came across the posting in early February while searching for openings on Monster.com. My research experience has exposed me to a wide array of biological, chemical, and analytical techniques, all of which make me an ideal candidate for this position. I have long wanted to study various mechanisms of neurodegenerative diseases, and I believe that this position would be a natural extension of my previous work.

My research began in the summer of 2014, where I was granted a fellowship under Dr. \_\_\_\_\_, the director of West Virginia University's genomics core facility. During this time, I become proficient at a number of enzymatic assays as well as culturing cells. In the fall of 2015, I began working under Dr. \_\_\_\_\_, where I become familiar with both proteomics and metabolomics during my study of fungal secretomes.

During my time with Dr. \_\_\_\_\_, I utilized GC/MS, IC, and IMAC systems of analysis. Further, as a graduate of a SpeakWrite certified program in Biology, I can manage, apply, analyze, and convey information in a number of contexts. For example, I have experience communicating complex findings verbally and in writing to a variety of audience members. I have given presentations on my research at West Virginia's Research Day at the Capital Event, and I am in the process of completing both my honors thesis (in biology) and a manuscript for publication in *Nature*.

At your convenience, I would like to schedule an interview for this position. I am available Mondays, Wednesdays, and Fridays. I can be reached at (555)-555-5555 or the email address, jane.doe@gmail.com. I look forward to hearing from you.

Thank you for your consideration.

Sincerely,